

**PENTAGON RENOVATION PROGRAM
(PENREN)**

24 MAY 2001

CONTRACT CHANGE MANAGEMENT

PMD 00-05A

Policy OPR: Acquisition Policy Group

1. References.

- 1.1 FAR Part 36, Construction and Architect-Engineer Contracts
- 1.2 FAR 36.102, Definitions
- 1.3 FAR 36.203(a), Government estimate of construction costs
- 1.4 DFAR Part 236, Construction and Architect-Engineer Contracts
- 1.5 PMP 99-33A, Contracting Officer's Representative
- 1.6 PMP 01-07, Performance Requirements-Configuration Control Policy

2. Applicability. This policy applies to all members of PENREN.

3. Policy. This document:

- 3.1 Establishes the PENREN Contract Change Management process that is applicable to all changes, except Field Changes.
- 3.2 Adopts the Proposal Preparation and Negotiation IPT (PPN IPT) process as the PENREN proposal preparation, estimate preparation, and pricing methodology for changes.
- 3.3 Establishes procedures for Normal, Expedited, Emergency, and Field Changes.
- 3.4 Defines the roles and responsibilities of the participants in the Contract Change Management process.
- 3.5 Describes supporting documentation requirements for the PENREN Contract Change Management process.

4. Definitions.

- 4.1 Contract Change Documentation: those written materials or drawings that support, explain, or are closely related to a contracting action or contract modification, e.g., the Statement of Work, schedule analysis, verification

of funding availability, CCB Decision Document, Purchase Request, Price Negotiation Memorandum, and other documents, as required.

- 4.2 Change Order: a written order, signed by the Contracting Officer (KO) directing the contractor to make a change that the Changes clause authorizes the KO to order without the contractor's consent.
- 4.3 Configuration Control Board (CCB): that PENREN organization, established by PMP 01-07, which oversees and coordinates contract change matters that may have an impact on more than one PENREN contract or project.
- 4.4 Contract Modification (also referred to as a "modification"): any written change in the terms of a contract. Modifications may be unilateral or bilateral. A modification may or may not impact contract cost, schedule, or specifications.
- 4.5 Design-Build: the preferred PENREN contract delivery method, where the contractor has responsibility for both design and construction contract requirements. Processing goals for modifications in this document assume the existence of a design-build contract.
- 4.6 Emergency Change: those changes determined to require immediate handling that relate to such matters as National Emergencies, security, or life-safety requirements. In emergency situations, the KO will provide direction in whatever manner necessary to mitigate the emergency.
- 4.7 Expedited Change: those changes determined to require expedited handling to avoid adverse impact to a project or its critical path activities.
- 4.8 Field Change: a change valued at not more than \$5,000, unless specifically authorized by the DPM, for work within the scope of the contract that does not extend the critical path of the contract. The KO may designate, in writing, an Ordering Officer, usually the Contracting Officer's Representative (COR), with the authority to execute Field Changes.
- 4.9 Memorandum of Understanding (MOU): The documentation, signed by the contractor and the Government, which outlines the PPN IPT pricing procedure, roles, and responsibilities of the parties. An MOU will not be required if the PPN IPT process is contained in the basic contract.
- 4.10 Normal change: a change that is not an Emergency, Expedited, or Field Change.
- 4.11 Ordering Officer: an individual appointed in writing by the KO with limited authority to issue orders against a specific contract. The appointment of a COR as Ordering Officer may be accomplished in the COR appointment letter. A copy of the letter will be sent to the contractor.

- 4.12 Post Negotiation Memorandum (PNM): a complete summary of a requirement's development, negotiations, and the resulting agreements concerning price, schedule, and other terms and conditions.
- 4.13 Prime Contractor's Representative: a person designated by the contractor to make appropriate decisions for the contractor at PPN IPT meetings.
- 4.14 Proposal Preparation and Negotiation ITP (PPN IPT): a cooperative team approach to the preparation of requirement descriptions, estimates, and proposals. The Team will include those contractor and Government personnel the Geographic IPT Leader (GIPTL) and the contractor's project manager determine to be necessary given the nature of the particular change. The Team may include subcontractors when appropriate. In the Team, work approaches and pricing alternatives are shared openly between the Government and the contractor's representatives to arrive as quickly as possible at a joint determination of the description of the work and the price of its components. Based upon a mutual agreement of the requirements of the work and the expected pricing of the work, the contractor will submit a priced proposal, which may require little or no negotiation to be accepted by the Government.
- 4.15 Proposed Change: a contract revision under consideration that may impact the contract's scope, cost, schedule, or terms and conditions. Members of the PENREN team, customer organizations, or a contractor may initiate proposed changes.
- 4.16 Technical Evaluation (TE): an analysis by a qualified Government representative of the technical aspects of a proposed contract change.
- 4.17 Undefined: a term applied to an unnegotiated requirement. The contractor and the Government have not agreed to the amount of this cost.

5. Roles and Responsibilities.

- 5.1 Contract Estimator: a member of the Geographic Integrated Product Team (GIPT) responsible for providing estimating support. The Estimator is a member of the Team and provides input directly into the preparation of the requirement, schedule, and the negotiation objective. The Estimator is also an adviser to the KO on the technical basis for all pricing issues and a member of the KO's negotiation Team.
- 5.2 Contracting Officer (KO): that Government employee with authority to legally bind the Government by signing a contractual instrument in accordance with the limitations of a Contracting Officer's Warrant. The KO's responsibilities regarding modifications, change orders, and field changes include:

Assisting in the preparation of change documentation,
Issuing requests for proposals,

Issuing correspondence to the Contractor,
Establishing negotiation strategy and tactics,
Scheduling negotiations,
Leading negotiation teams,
Designating a Lead Negotiator for technical areas,
Overseeing preparation of negotiation documentation,
Preparing contract modifications,
Issuing and executing contract modifications, and
Determining price fairness and reasonableness.

The KO is responsible for providing a GIPTL general business advice, to include negotiation strategies, alternatives for handling contractual issues, and interpretation of contract terms and conditions. The KO will sign responses, and other correspondence, which may have an impact on the contract cost, schedule, or terms and conditions, after coordination with the GIPTL.

Only the KO or Contract Specialist will have the authority to accept or reject proposed terms and pricing during negotiations. Disagreements between the KO or Contract Specialist and the Estimator or GIPT engineer related to the pricing of contract changes should be referred immediately to the GIPTL. When the KO and GIPTL cannot agree and resolve such issues they will be referred to the Acquisitions/Contracting and Operations Group Leaders for resolution. If necessary, continuing disagreements involving up to \$1 million will be resolved by the Deputy Program Manager (DPM). Continuing disagreements involving more than \$1 million will be referred to the PM for resolution.

- 5.3 Contracting Officer's Representative (COR): that person appointed by the KO to perform contract administration functions as listed in the COR appointment letter and PMP 99-33A. The person who is appointed COR may also be appointed to the distinct function as an Ordering Officer to execute Field Changes.
- 5.4 Contract Specialist (KS): that person designated as the KO's principal assistant on one or more contracts. The KO assigns the KS's duties. The KS may represent the KO on a PPN IPT and during negotiations, as required. Additional duties may include contract administration functions such as, conducting labor interviews, reviewing payrolls, overseeing implementation of labor laws, and project insurance requirements. Also, the KS will maintain the contract file and oversee preparation of Change process documentation and other contract modifications.
- 5.5 Geographic Integrated Product Team Leader (GIPTL): that person designated by the PENREN PM to have primary responsibility for cost, schedule, quality, and management decisions pertaining to a designated project. The GIPTL is also responsible for the receipt, tracking, maintenance, distribution, and timely response to correspondence. The GIPTL is responsible for ensuring that correspondence to contractors by the GIPTL or site staff, other than the KO, contains the following notice; "Any direction contained herein is considered within the scope of the subject contract. Such direction shall not be construed as authorizing an adjustment to the contract price, delivery schedule, or other terms

and conditions of the contract. If the Contractor believes the change has contractual implications, the Contracting Officer should be notified immediately.”

6. Procedures Outline.

Proposed Changes	Paragraph 7.0
Normal Changes:	Paragraphs 8.0
Expedited Changes:	Paragraph 9.0
Emergency Changes:	Paragraph 10.0
Field Changes:	Paragraphs 11.0

7. Proposed Changes Process.

- 7.1 All PENREN construction projects will use the PPN IPT approach. This technique envisions concurrent and cooperative work by the Government and the contractor on the preparation of the Statement of Work and the proposal for each change. They will also fully cooperate on scheduling analysis, estimate preparations, and any other related change issues.
- 7.2 As soon after award as practical, the KO will brief the contractor on the PPN IPT technique using the PPN IPT Flow Chart (See enclosure 1). The KO will also prepare and negotiate a MOU with the contractor concerning the use of the PPN IPT techniques on the contract (See enclosure 2 for sample MOU). These two steps may be abbreviated for contracts, which include the PPN IPT pricing process and the MOU in the contract.
- 7.3 Whenever practical, and as soon as possible after contract award, the Team will negotiate and document agreements with contractors concerning the use of estimating guides (such as R. S. Means Catalogues), change mark-ups, and similar items designed to streamline the negotiation process. For each proposal, details of costs will be developed and recorded on the PPN IPT Cost Format at enclosure 3.
- 7.4 The process begins when the Government's requirement is identified. The Team is a composite of Government and contractor personnel working in a coordinated effort to define the SOW, schedule, and price of a change. The GIPTL and the contractor's project manager based upon the nature of the pending change will establish Team members. Major subcontractors should be Team members.
- 7.5 Prior to beginning the process, the GIPTL will verify funding is available in the project spend plan, via the CCB process, or other funding documentation.
- 7.6 Work on Expedited and Emergency changes will begin in accordance with the requirements of Sections 9 and 10 below. Undefined Change Orders for Expedited, or Emergency actions shall include a Not to Exceed (NTE) amount and a definitization schedule.

8. **Normal Changes.** See enclosure 7, Normal Change Flow Chart using the PPN IPT approach.

- 8.1 When a new change requirement is identified, the GIPTL will meet with the contractor, assign resources to the Team, and establish a schedule to deal with the requirement.
- 8.2 Team members will meet on a continuing basis in order to reach a consensus concerning the SOW, schedule, and costs for the proposed change. It is recommended that the PNM (See enclosure 4) be prepared concurrent with the consensus. The KO prepares the PNM with technical and estimator assistance, and as required, from other Team members.
- 8.3 The contractor will then prepare and submit its proposal. Approved pricing proposals will be adopted by the Government Estimator as the Government Cost Estimate and will satisfy any applicable requirements for an Independent Government Cost Estimate. At this time, the PNM will be finalized, if possible, and dated.
- 8.4 Any unresolved matters in the received proposal will be negotiated and documented in the PNM. Once negotiations are completed and an agreement reached, the PNM will be revised, as required, signed and dated.
- 8.5 The GIPTL will be notified immediately if negotiations indicate that the final cost of a change will exceed the verified funded amount.
- 8.6 **Time Goals for Normal Changes.** (Days are work days. Elapsed times run from the KO's receipt of a properly approved change requirement.)

8.8.1 Receipt of requirement	1 day
8.8.2 Form PPN IPT	1 day
8.8.3 Team meets, develops SOW, schedule, and price	7 days
8.8.4 Contractor submits proposal	4 days
8.8.5 Proposal accepted/negotiated/PNM prepared	2 days
8.8.6 Issue Supplemental Agreement	2 days
Total Days:	17 days
Contractor Begins Work	20 days

9. **Expedited Changes.** (See enclosure 8, Expedited Change Flow Chart).

- 9.1 In those situations where Expedited Change processing is necessary, a Change Order may be issued to a Contractor prior to definitization of the change. The Expedited change will be used when the GIPTL and KO determine that in order to avoid adverse impact to the project, it is necessary to begin the work before a price can be negotiated. Change Orders can only be issued by contract modifications (see paragraph 9.2). They must contain a Not to Exceed (NTE) amount and funds committed to the full extent of the anticipated value of the proposal. Any funds

obligated against the NTE amount must be supported with a certified funding document. See enclosures 5 and 6.

9.2 The KO may verbally issue direction to proceed with a Change Order, including the NTE amount, when this work has been approved and funded, and the contract modification is in preparation. Verbal direction to proceed will be confirmed in writing on the next working day.

9.3 The modification's definitization schedule will provide for definitization of the Change within 60 days after the date of the Change. The KO may authorize payment for up to 75% of the NTE amount in those cases where the change is not definitized before the work is completed. The Acquisition and Contracting Group Leader (A/CGL) may authorize additional payments when additional funds are obligated. Under no circumstances will payments be authorized that exceed the obligated amount. The PPN IPT will be utilized for the definitization process.

9.4 Time Goals for Expedited Changes. (Days are workdays).

9.5.1 Receipt of requirement	1 day
9.5.2 Contractor begins work per verbal KO authorization (optional)	1 day
9.5.3. Form PPN IPT	Same day as above
9.5.4 Issue Expedited Change Order	1 day oral, 2 days written
9.5.4 Team meets and develops SOW, schedule, and cost	3 days
9.5.5 Contractor submits proposal	1 days
9.5.6 Government acceptances/negotiates/PNM	1-2 days
9.5.7 Issue Supplemental Agreement	1 days
Total Days:	10 days

10. Emergency Changes. (See enclosure 9, Emergency Change Flow Chart).

10.1 Emergency Change procedures will not be used to avoid Normal or Expedited Change procedures when circumstances permit.

10.2 The GIPTL and the KO will verify the need and take actions necessary to mitigate or correct the negative impact. The PM, DPM, CCB, RM, and IM&T PM, if the change is IM&T-related, will be notified as soon as possible. If the need arises during non-duty hours, notification will be made on the next duty day unless the nature of the emergency dictates immediate notification. If the KO for the affected contract is not available, the A/CGL will be notified. The A/CGL, or any other PENREN KO, will take appropriate action.

10.3 PPN IPT will be used for the definition process.

10.4 Time Goals for Emergency Changes. (Days are calendar days.)

10.5.1 KO issues verbal direction and Contractor Begins Work	Immediately
10.5.2 Form PPN IPT	1 day
10.5.3 Issue Change Order	ASAP but NLT 1 day

10.5.4 Team meets and develops SOW, schedule, and cost (PNM)	ASAP
10.5.5 Contractor submits proposal	3 days
10.5.6 Government acceptances/negotiates	1 days
10.5.8 Issue Supplemental Agreement/PNM	2 days
Total Days:	8 days

11. Field Changes. (See enclosure 10, Field Change Flow Chart).

- 11.1 Field Changes will be used to expedite minor changes to contract work and eliminate or minimize contract delays. See enclosure 11, Field Change Form. Field Changes will not be used for work that exceeds \$5,000 in value, unless authorized by the DPM, or for work that extends the duration of the contract's critical path.
- 11.2 When a Field Change CLIN is required, the GIPTL will process an Request for Funding Authority for the total estimated value and obtain funding approval from the RM. The value of a Field Change CLIN will not normally exceed \$100,000. When a Field Change CLIN is included in the contract, Section H, Special Contract Requirements will explain its use and limitations.
- 11.3 With the advice of the GIPTL, the KO may appoint a member(s) of the GIPT, usually a COR, to the distinct duty as Ordering Officer for the purpose of issuing Field Changes. The GIPTL will be responsible for the operation of the Field Change process.
- 11.4 The Ordering Officer will ensure that funds authorized in the Field Change CLIN are sufficient to satisfy the cost of the change, not to exceed \$5,000.
- 11.5 A Field Change will normally be initiated on the Field Change Form, enclosure 11. A work description will be included. The Ordering Officer will coordinate the proposed minor change with the GIPTL to ensure there are no adverse program impacts. If the proposed minor change does not extend the contract's critical path, the Ordering Officer will promptly advise the Contractor of the needed change, negotiate a fair and reasonable price, and direct the Contractor to proceed with the work. The Field Change will include the negotiated cost and profit, if any, SOW, and the period of performance. The Contractor and the Ordering Officer, or KO will sign the Field Change Form. The Contractor and Government will each retain a copy. A copy will be provided to the KO monthly. The Ordering Officer or Project Coordinator will track the completion of the Field Change.
- 11.6 As appropriate, the IM&T IPT representative will coordinate Field Change forms to indicate concurrence that there will be no adverse impact on IM&T contracts as a result of the Field Change.
- 11.7 When the work is completed, the Contractor will attach a copy of the Field Change to the invoice and reference the completed Field Changes for the period

on a separate line in the invoice. The Ordering Officer will list or reference Field Changes, included in invoices, on the DD Form 250 that is forwarded to the KO with the invoice.

- 11.8 The KO will ensure that Field Change agreements are incorporated into the contract monthly.

11.9 Time Goals for Field Changes.

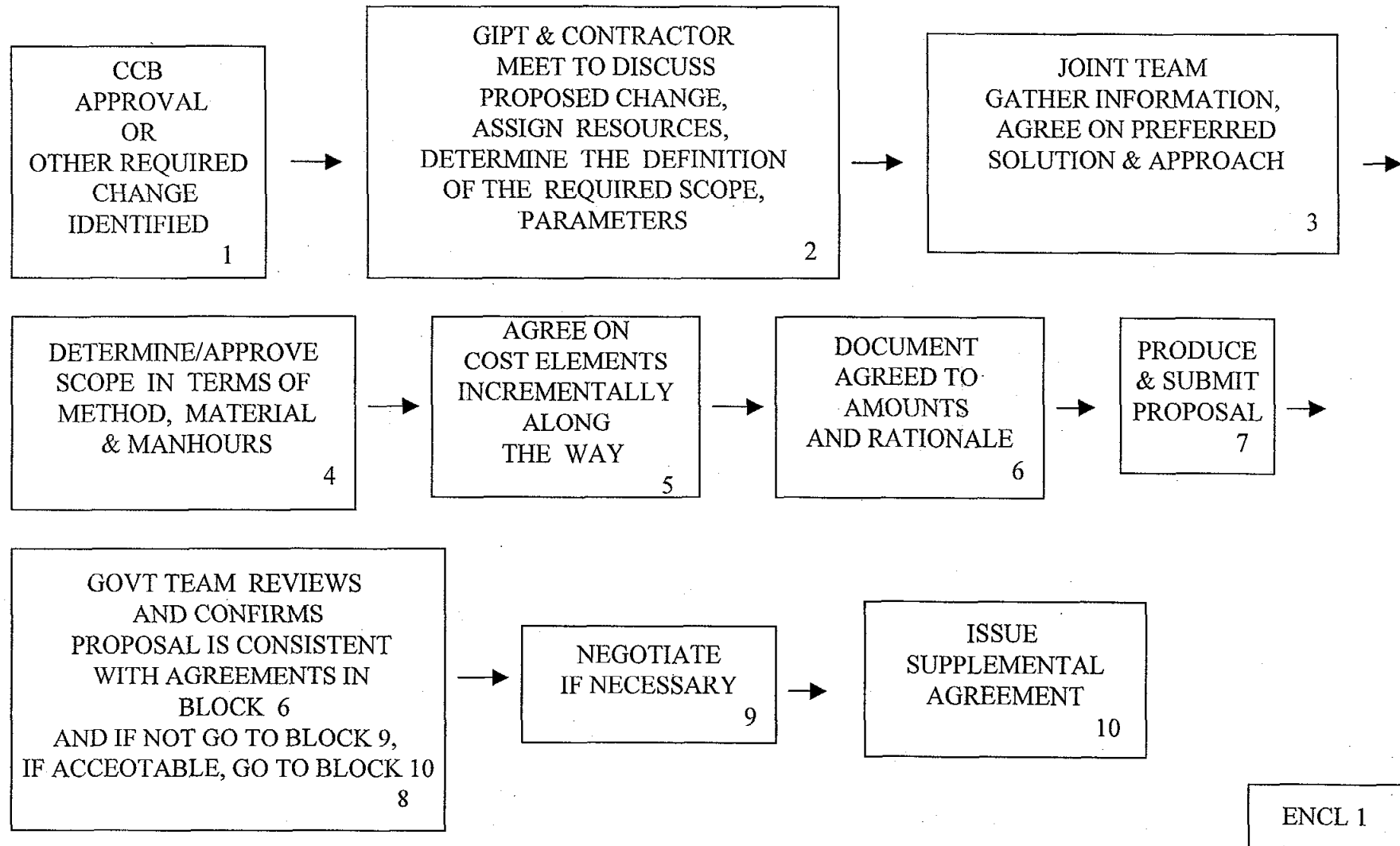
11.9.1 Verify need, funds availability, estimate impact, contact Contractor	1 hour
11.9.2 Change Form prepared	1 hour
11.9.3 Evaluate change, negotiate, both parties sign form	2-3 hours
11.9.4 Contractor Begins Work	2-3 hours
Total Time:	NTE 5 hours

- 12. Effective Date.** This policy supercedes PMD 00-05 and is effective immediately.


Walker Lee Evey
Program Manager

11 Enclosures:
As stated

PPN IPT FLOW CHART



MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
PENTAGON RENOVATION PROGRAM OFFICE
GEOGRAPHIC INTEGRATED PROJECT TEAM (GIPT)
AND
[Insert Contractor Name]
FOR
PROPOSAL PREPARATION AND NEGOTIATION
INTEGRATED PROJECT TEAM
UNDER
[Insert Contract Number and Project Title]

I. BACKGROUND

Contract changes usually involve a serial process where the Government and contractor work independently to arrive at an agreement. This process can result in fragmented reviews, poor communication, missed opportunities for synergy, numerous proposal updates, significant duplication of effort, and expended resources. An PPN IPT process allows proposal preparation, fact-finding, and negotiations concurrently in a joint Government/Contractor environment. This process improves communication, provides better understanding, fosters partnerships, reduces time to award, and reduces proposal updates and costs.

II. PURPOSE

The purpose of this MOU is to clearly establish the team relationships, responsibilities, and activities of both the Pentagon Renovation Program Office and **(Contractor)** for an PPN IPT process for contract modifications exceeding \$5,000. The MOU will outline the process and responsibilities from the development of the scope of work, scheduling, and costs to the submission of a proposal.

III. DESCRIPTION

The GIPT and prime contractor will meet to assess the requirements of the change and generate a plan of action. The teams will discuss solutions to address the change and develop a scope of work, schedule, and costs. After the requirements for material, labor, and schedule are identified, the teams will work together to arrive at a fair and reasonable price. The contractor will submit its proposal, and the Government estimator, technical representative, contract specialist, and Contracting Officer will sign a memo that documents the agreement.

IV. RESPONSIBILITIES

The following paragraphs identify the primary responsibilities of the teams involved from the development of a scope of work through the establishment of a proposal. This is designed as a collaborative process with involvement from appropriate team members at all stages.

A. The GIPT will:

1. Obtain a signed MOU of the process
2. Participate in the kickoff process
3. Ensure appropriate members of the team are available to provide information to the Contractor
4. Work with the Contractor to develop a scope of work and negotiate pricing
5. Provide incremental agreements to the Contracting Officer for review on a daily basis when the Contracting Officer is unable to attend the proposal preparation and negotiation meetings
6. Prepare and sign the PNM
7. Work to develop a spirit of trust throughout the process

B. The Contractor will:

1. Sign a MOU identifying the roles and responsibilities of the teams
2. Provide a representative that has the authority to commit the contractor and participate in the kickoff process
3. Ensure appropriate members of the team are available to provide information to the GIPT
4. Recommend solutions to address the change
5. Work with the GIPT to develop a scope of work and negotiate pricing
6. Disclose rates, estimates, and subcontractors' costs
7. Submit certified cost and pricing data, if required
8. Prepare an updated schedule
9. Prepare, sign and submit the proposal
10. Work to develop a spirit of trust throughout the process

C. In the event that any provision of this MOU conflicts with any term of contract MDA947-(*insert contract number*), the contract shall take precedence.

V. EFFECTIVE DATE, AMENDMENT, AND TERMINATION

A. This MOU becomes effective on the date of the later signature.

B. The parties to this MOU will meet periodically during the proposal preparation and negotiation process and as necessary thereafter. At the request of either party, this MOU may be reviewed. Any necessary additions, deletions, or changes shall be made in writing and signed by the signatories or their designated representatives.

- C. This MOU will remain in effect through the term of the contract or until superseded or terminated by written mutual agreement.

VI. ACCEPTANCE OF AGREEMENT

(Include more spaces for signatures if determined necessary by the parties)

Pentagon Renovation Program Office

(Contractor)

Signature: _____
(Insert name)

Signature: _____
(Insert name)

Title: GIPT Leader

Title: _____

Date: _____

Date: _____

Name: _____
(Insert name)

Title: Contracting Officer

Date: _____

PPN IPT COST FORMAT

TITLE:		GENERAL SUMMARY			Pricing Rational & Comments
	0	MATERIAL	EQUIP/SUB	LABOR	
DIVISION 01					
DIVISION 02					
DIVISION 03					
DIVISION 04					
DIVISION 05					
DIVISION 06					
DIVISION 07					
DIVISION 08					
DIVISION 09					
DIVISION 10					
DIVISION 11					
DIVISION 12					
DIVISION 13					

DIVISION 14					
DIVISION 15					
DIVISION 16 (SUB)					
SUBTOTAL					
S. Tax Bonds					
SUBTOTAL					
			%		BONDS & INSURANCE
			SUBTOT AL		
			%		OVERHEAD
			SUBTOT AL		
			SUBTOT AL		
			%		CONTRACTOR'S FEE

TOTAL	
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**POST NEGOTIATION MEMORANDUM FOR
PROPOSAL PREPARATION AND NEGOTIATION
INTEGRATED PROJECT TEAM**

I. INTRODUCTION SUMMARY:

This change is a result of a (fill in why we are doing the change: differing site condition or user request).

II. BACKGROUND:

- a. The GIPT and Proposal Manager met on (insert date) to discuss what resources were needed from both teams to resolve the change.
- b. The change team convened on (insert date) to begin the change process:

Representing the Government

Representing the Contractor

III. ACQUISITION SITUATION:

- a. Describe what the contractor is providing.

IV. NEGOTIATION SUMMARY:

Elements of Cost: (each element of cost will have a, b, and c below)

1. General Conditions:

- a. Rationale for Proposed Cost:
- b. Joint Team Evaluation:
- c. Agreed Upon Results:

2. Materials (cite reference):

- b. Rationale for Proposed Cost:
- c. Joint Team Evaluation:
- d. Agreed Upon Results:

3. Performance Period: Describe how/if the contract schedule /performance period is affected.
4. Based on the above documented agreed upon results the total cost of (*insert total agreed cost*) is hereby determined to be fair and reasonable.
5. This document is considered to be the Government estimate and serves the requirement at FAR 36.203.

V. SIGNATURES:

Contract Specialist

Estimator

Contracting Officer

GIPTL

(This list may be adjusted to agree with the circumstances.)

**POST NEGOTIATION MEMORANDUM FOR
PROPOSAL PREPARATION AND NEGOTIATION
INTEGRATED PROJECT TEAM**

I. INTRODUCTION SUMMARY:

This change is a result of a (fill in why we are doing the change: differing site condition or user request).

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Representing the Contractor

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Elements of Cost: (each element of cost will have a, b, and c below)

1. General Conditions:

- a. Rationale for Proposed Cost:
- b. Joint Team Evaluation:
- c. Agreed Upon Results:

2. Materials (*cite reference*):

- b. Rationale for Proposed Cost:
- c. Joint Team Evaluation:
- d. Agreed Upon Results:

3. Performance Period: Describe how/if the contract schedule /performance period is affected.
4. Based on the above documented agreed upon results the total cost of (*insert total agreed cost*) is hereby determined to be fair and reasonable.
5. This document is considered to be the Government estimate and serves the requirement at FAR 36.203.

V. SIGNATURES:

Contract Specialist

Estimator

Contracting Officer

GIPTL

(This list may be adjusted to agree with the circumstances.)

ADMINISTRATIVE SERVICE REQUEST				1. DATE SUBMITTED				2. REQUIRED DELIVERY DATE					
				3. FSC									
4. BULK ACCOUNT NUMBER				5. PIIN NUMBER				6. FAX NUMBER				7. PAGE OF	
8. ACTIVITY				9. POC				10. TELEPHONE NUMBER				11. DIC	
12. STOCK NUMBER/PN						13. UI		14. QTY		15. DOCUMENT NUMBER			
16. SUPPL. ADDRESS		17. SIGNAL	18. FUND CD	19. PROJECT CD	20. PRIORITY	21. ADVICE CD	22. APC	23. UNIT PRICE		24. TOTAL PRICE 0.00			
25. FUND NOTE A		26. FUND CITE								27. FUND AMOUNT			
28. ITEM		29. NOTE	30. DESCRIPTION										
1													
ITEM		NOTE	FUND NOTE	DESCRIPTION			U/I	QTY	UNIT PRICE		TOTAL PRICE		
a.		b.	c.	d.			e.	f.	g.		h.		
2											0.00		
3											0.00		
4											0.00		
5											0.00		
6											0.00		
31. FUND NOTE B		32. FUND CITE								33. FUND AMOUNT			
34. C													
35. SUGGESTED SOURCE							36. DESTINATION ADDRESS						
37. SUPPLY COORDINATOR SIGNATURE AND TELEPHONE NUMBER (Include Area Code)				38. FISCAL OFFICER SIGNATURE AND TELEPHONE NUMBER (Include Area Code)				39. GRAND TOTAL					

Purchase Request	Description Purchase Request	Purchase Request Number MDA947-XX-X-XXX	
	Requisition Date 16-May-2001	DPAS Priority Rating	Priority
Requesting Office		Type of Action <input checked="" type="radio"/> Small Purchase <input type="radio"/> Competed Contract <input type="radio"/> Non-competed Contract <input type="radio"/> Manufacturer Sole Source <input type="radio"/> Delivery Order <input type="radio"/> Task Order <input type="radio"/> Grants/Coops Agreement <input type="radio"/> Sealed Bid <input type="radio"/> FSS/GSA Schedule <input type="radio"/> Commercial <input type="radio"/> NIB / NISH / FPI	
Phone: Fax:		Ship To No "Ship To" Addresses Defined Phone: Fax:	
Issuing Office Phone: Fax:		Suggested Supply Source Suggested Vendor(s)	
Comments		<div style="text-align: center; font-size: 100px; opacity: 0.5;">DRAFT</div>	
Line Item Summary Total Cost Total Funding		See Attached Page(s) for Line Item Detail	
Contract Data Suggested Type of Contract See Line Item Detail for Proposed Individual CLIN Contract Types		Suggested Contracting Officer's Representative(s) No CORs Defined	
Suggested Contract Information Contract Number: <input type="radio"/> Delivery Order <input type="radio"/> Modification		KO Notes See Attached for KO Notes	
Suggested Preference Program No Preference / Not Listed			

Contract Data (cont'd)REFERENCE NO. OF DOCUMENT BEING CONTINUED
Purchase Request / PAPAJOXXX-XX-XXXXPAGE
2 of 2

KO Notes

DRAFT

Delivery / Task Order**Additional Data**

Additional Point of Contact (POC) Information

Phone:

Fax:

J/A Number

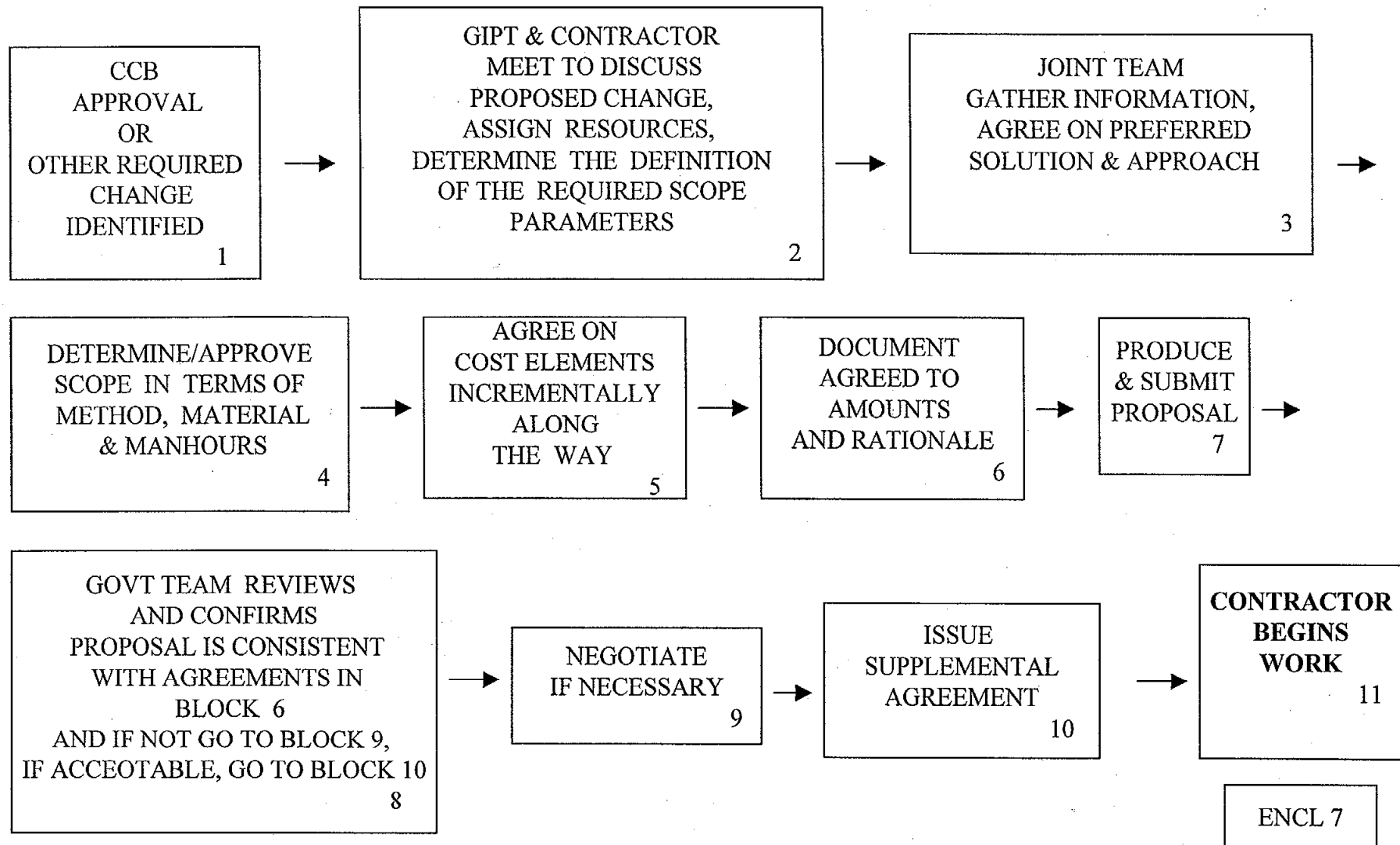
Property Officer Information

Phone:

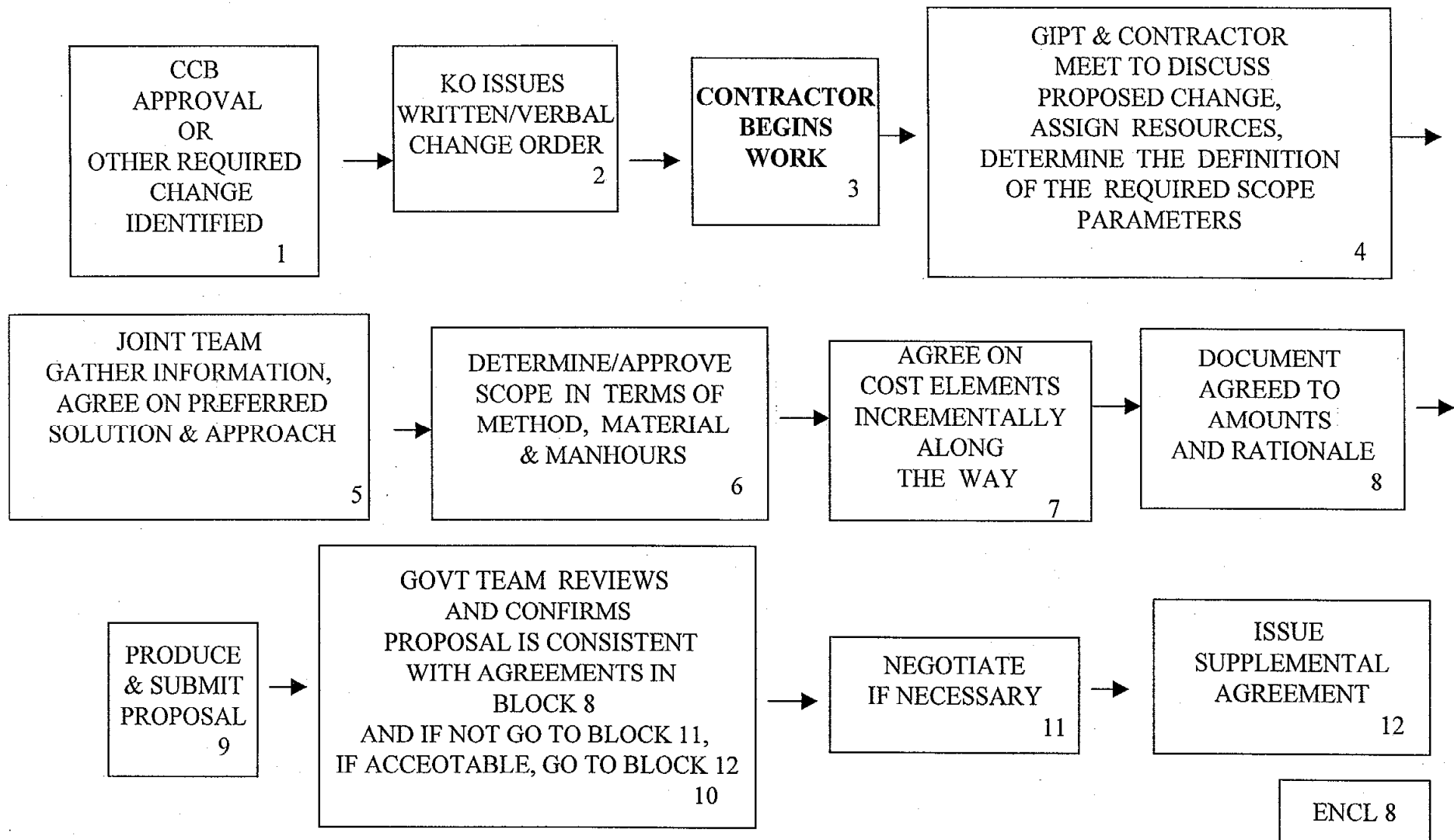
Fax:

Security Clearance Required☒ Unclassified☐ Confidential☐ Secret☐ Top Secret

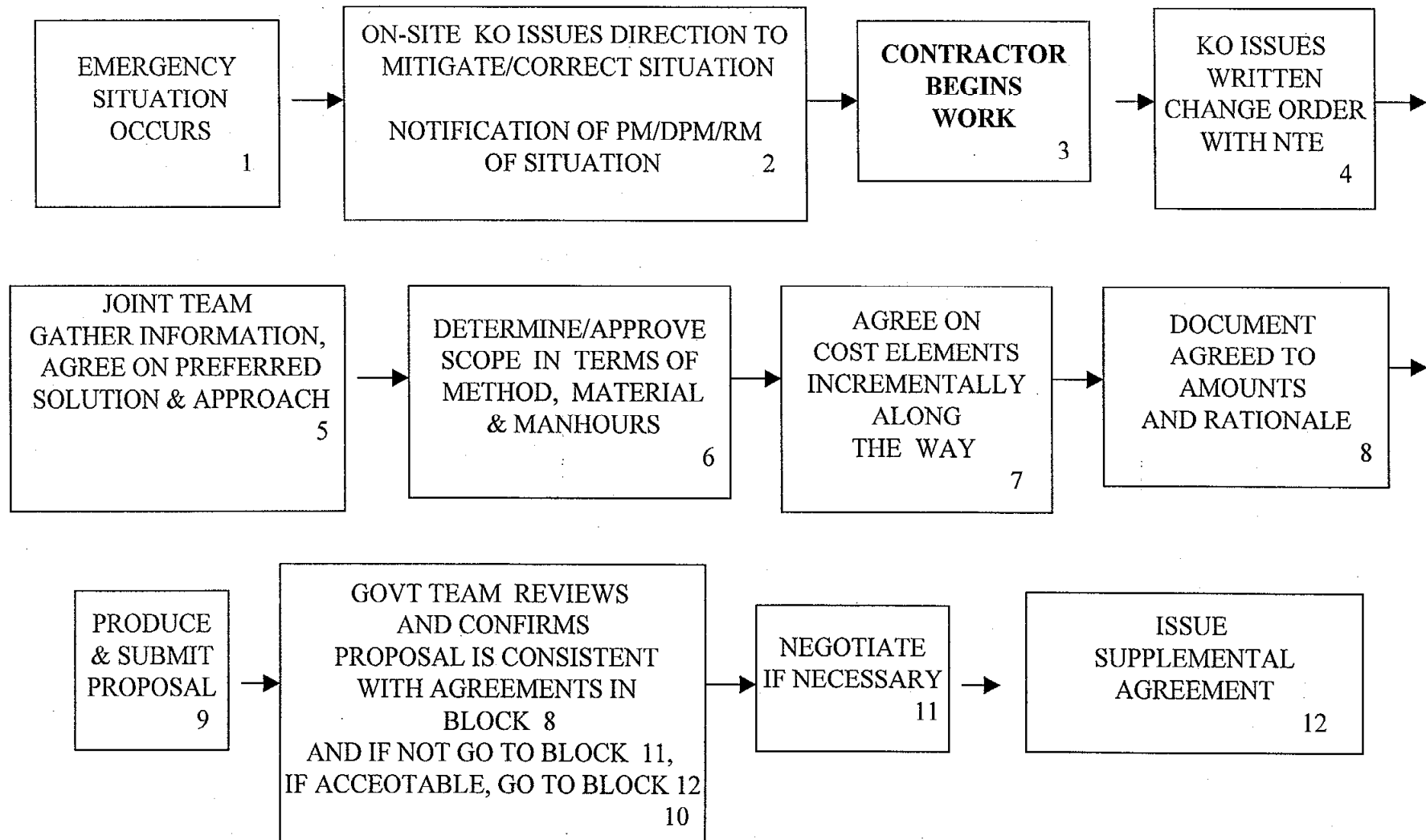
NORMAL CHANGE FLOW CHART



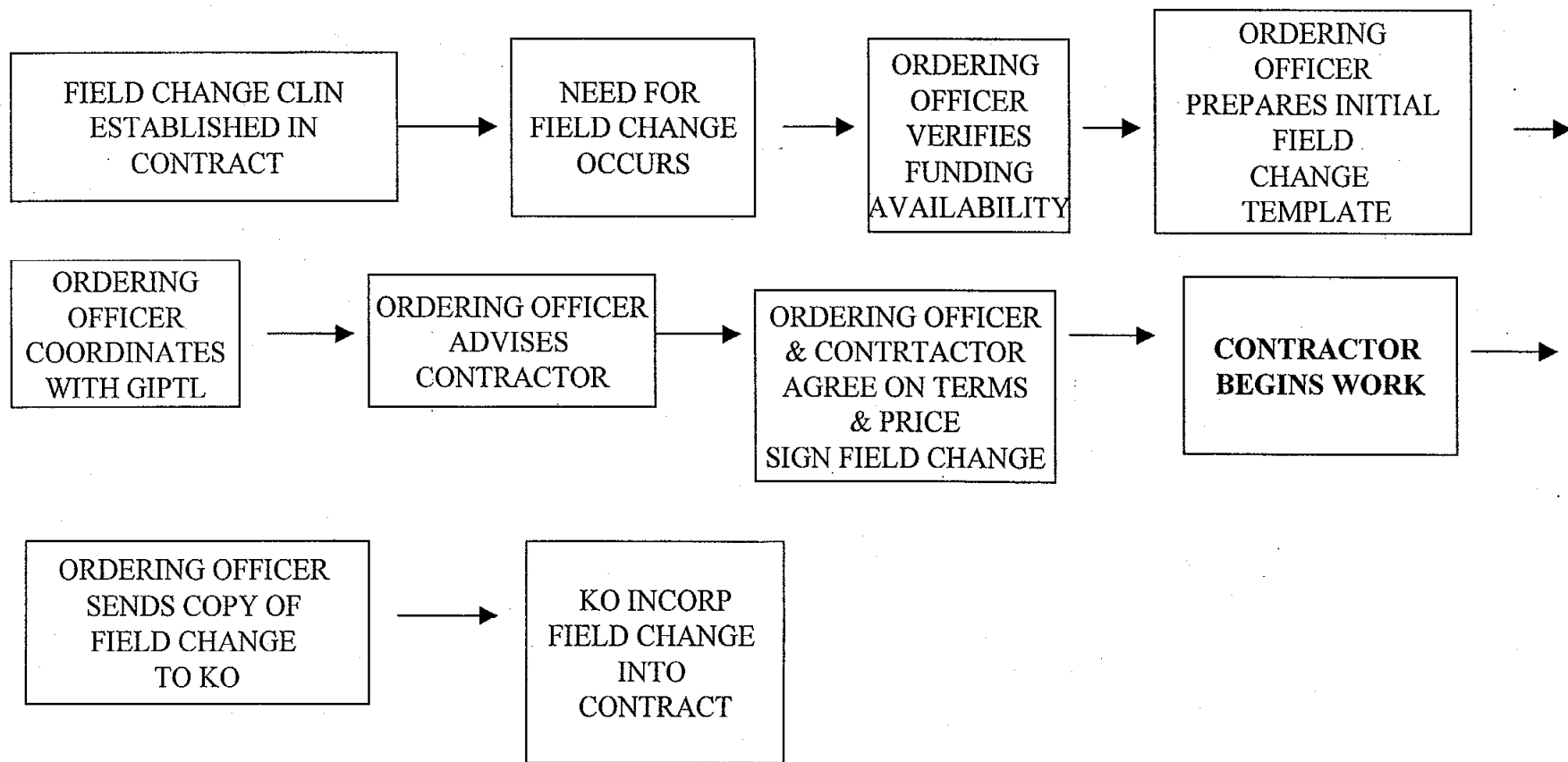
EXPEDITED CHANGE FLOW CHART



EMERGENCY FLOW CHART



FIELD CHANGE FLOW CHART



PENTAGON RENOVATION PROGRAM**PENREN Field Change**

CONTRACT NUMBER: _____ Date: _____

TRACKING NUMBER: _____ NAME OF COR: _____

NAME OF AUTHORIZED CONTRACTOR REPRESENTATIVE: _____

IM&T REPRESENTATIVE COORDINATION (signature/date): _____

REQUIRED CHANGE: [Describe the change in detail (attach marked up spec or drawing if necessary) including supplies or details that may effect price.]

NECESSITY FOR CHANGE: (Describe why the change is necessary).

Proposed Solution: (Describe solution for required change.

COST: (Government/Contractor Agreed cost for work described above; attach backup details if required)

LABOR:

MATERIALS:

O/H:

PROFIT:

TOTAL PRICE (Maximum Total Change Cost Amount: \$5,000.00): _____

PERIOD OF PERFORMANCE (Field Change work will not impact critical path activities): _____

Upon signature by both parties to this agreement, the Government ensures that adequate funding is available for the change. Both parties further agree that the solution described herein is to be performed in accordance with the defined scope for the agreed upon cost in the amount of days determined necessary for completion. This change or an accumulation of these types of changes has no effect on the overall construction schedule.

In consideration of the change(s) agreed to herein as complete equitable adjustment, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the proposal for adjustment described herein.

Signature and Date_____
Signature and Date_____
Printed/Typed Name of Ordering Officer_____
Printed/Typed Name of Contractor Rep.